


CPM Quick Reference – Basics for Non-Salary Planning

Reminders:

- Click off cells to save – see the , save often
- To refresh grid, click on grid to activate it and then click refresh
- Check your Dimension Selectors –
 - Verify that all grids that reference Fiscal Year are on the Fiscal Year you are working on.
 - Verify that all grids you are entering using the Working Plan Scenario.
- Copy/Paste in Grids - to copy to other rows, use Ctrl+C and Ctrl+V and allow the web application to access your clipboard.

Plan Non-Salary Expenses

- FY13 is currently primed with FY12 IFAS budget information as of May 2012.** (Only keys with budgets and associated expense class and budget type were primed. You will find you need to add or delete keys, expenses, and budget types in planning FY13 expenses.)
 - HINT** - to plan for a specific contract id, fund source code and account key, it is easiest to use Filter Row on the grid to limit the view to the relevant data.
- Reminder** - All non-salary expense are planned at the level of Account Key, Expense Class and Budget Type. For example:
 - 123456 MS New Funds \$500
 - 123456 MS Committee Carryover \$400
 - 123456 MS Fund Transfer \$750
- In some cases you may choose to plan only at the New Funds Level. Budget type is most critical in initial planning of Funds that are uploaded from the system, at the moment this includes indirects, CSC and NCAR NSF Target funds, but larger Cooperative Agreements may be added.
- You may also plan Expected Funds using the Expected Funds budget type. These will be excluded from the upload budget report.

Enter/Edit in the Plan NonSal Expenses – Annual Spreading Working Plan Grid

FAB % in Key																			
Application Non Salary Expenses Salary Planning Reports Tools Window Help CPM Production System: fatahoo.fanda.ucar.edu																			
Plan NonSal Expenses - Annual Spreading Working Plan - Data Entry																			
View Options Save Refresh Cancel Filter Row Add Row Copy Add Row Delete Attributes																			
Dimension Filter Selectors	Account	Month	Line #	Bud Type	Fund_Source_Code	Total Prog Exp Incl O/H	Comment	M&S 5200	Pur'd Services 5300	CSC 5349	Travel 5400	PSC 5479	Equip 5500	SPER 5600	Overhead 5700	Non Salary Subtotal	Program Subtotal	MTDC	Salaries 5000
	1	PH000002 - Ph	All Months	1	New Funds	Unknown		\$19,842.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,982.66	\$0.00	\$12,859.40	\$12,859.40	\$5,393.87
	2	SampleKey1 - All			Committed Ca	INDIRECT		\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					0.00
	3	SampleKey1 - All			New Funds	INDIRECT		\$214,986.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					1.69
	4	SampleKey1 - All			Expected Fund	INDIRECT		\$13,551.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					5.71
	5	SampleKey2 - All Months	1	Committed Ca	Unknown			\$19,646.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,983.85	\$0.00	\$12,859.40	\$12,859.40	\$5,393.87
	6	SampleKey2 - All Months	1	New Funds	Unknown			\$77,335.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,215.39	\$0.00	\$50,120.43	\$50,120.43	\$32,715.69
																			\$17,404.75

- Using Filter Row, select an account or fund source or contract id and make changes as necessary for planned expenses..** (It's much easier to make and verify changes looking at just one key, contract or fund source at a time in each Grid.)
 - To change a record or add a new record – select a row and press ADD ROW COPY top obtain a new row to edit.
 - Within the new Row you can make the necessary changes as follows:

Plan NonSal Expenses - Annual Spreading Working Plan - Data Entry																			
View Options Save Refresh Cancel Filter Row Add Row Copy Add Row Delete Attributes																			
Dimension F	Account	Month	Line #	Bud Type	Fund_Source_Code	Total Prog Exp Incl O/H	Comment	M&S 5200	Pur'd Services 5300	CSC 5349	Travel 5400	PSC 5479	Equip 5500	SPER 5600	Overhead 5700	Non Salary Subtotal	Program Subtotal	MTDC	Salaries 5000

- **Change Account Key Field** - begin typing the account key and select from the drop down box that appears.
- **Do Not Change Month Field.**
- **Change Line # Field** - The system requires a line # for each new line. Use #1 for the first entry on an account key, use #2 for second entry on the same key for the same expense class and same Budget Type and so on.... Example of use – a travel entry amount for each traveler in a group. This level of detail is not required but available to users for planning purposes. **WARNING** - If you accidentally put #1 for both entries, the system defaults to the assignment with most recent dates and you will lose the other entry.)
- **Change Budget Type Field** - this needs to be changed if another budget type is needed. The drop down arrow provides a list of types from which to select. Typically the budget type can be "New Funds" and typically "Expected Funds" is used for TBD and placeholder keys. **This entry is most critical for budget uploads – NEW funds = Target for Upload.**
- **Change Comment Field** – this allows the user to add notes for themselves and others who work with their group in the UI.
- **Enter/Edit the following TOTAL PLANNED Non Salary EXPENSES for the FISCAL YEAR in this KEY based on the selected BUDGET TYPE:**
 - Change M&S Field
 - Change PS Field
 - Change Travel Field
 - Change PSC Field
 - Change Equipment Field
 - If applicable, Change SPER Field
 - If Applicable, Change Interest Expense Field
 - If applicable, Change Depreciation Expense Field
 - **NOTE** - Budget Type is critical for planning indirects and NCAR target funds and for other large coop uploads, indicating transfers and carryover so new funds total target. For planning expenses for fund sources and contracts that are not uploaded, "New Funds" and "Expected Funds" may be sufficient.
 - **HINT** - To add or change a fund type, use "Add Row Copy" and edit the new line.
 - **HINT** - If you zero out all the entries, the line "disappears" upon saving. Zeros are suppressed, so any lines with no planned expenses do not show up on the grid.
 - **HINT** - To remove a row or fund type without zeroing out the entries, select the row and click "Delete".
 - **SAVE OFTEN!**
- **Check Totals**
 - Verify totals for the account key, fund source or contract ID or other filter using the subtotals at the bottom of the grid as well as Totals and Subtotals provided in the columns.
 - **HINT** - You can re-order the columns in way that works best for you to enter and verify information and SAVE the view to keep the layout.
- **Add Placeholder Account Keys for planned non-salary expenses on TBD projects.**
 - **NOTE** - Typically these are "Expected" Funds.

Plan Subaward MTDC Exclusions

- **This grid populate with any M&S or PS entries from the Non-Salary Grid, assuming these are most likely categories for over \$25K subaward OH exclusions.**
 - **NOTE** - All equipment and PSC exclusions are in the Non-Salary grid.

- **Identify any keys that have planned subawards greater than \$25,000 during the fiscal year.**
 - **HINT** - Sort "Amount" highest to lowest (with the arrow on the right hand side of the row label), where you have >\$25K subawards where you have budgeted more than \$25K in PS or M&S. You can also select the largest amounts from the drop down filter. You may want to use the Filter Row to see only the relevant key you are working on.
- **Enter the # of subawards in "# or sub-contracts" for that account and expense class for the fiscal year.**
- **Enter the total amount in "Total \$ Amt of Subcontracts & Pos> \$25K" for all awards in that account and expense class for the fiscal year.**
 - **NOTE** – because the foundation for non-salary planning is monthly, you must pick a month to plan your MTDC exclusion. This grid defaults to put MTDC exclusions in the month of September but you can use the Dimension Selector to change the month.

Examine the Monthly Planning Grid

- **Identify keys or projects that may require more specific Monthly Forecasting than the initial equal spreading across months**
 - Filter by the specific account key and make changes in the months as required.

Scan Active Keys with No Planned Expenses Grid

- **Filter by HR Org**
 - See if you have active keys listed from your Division or Program that have not funds planned (You may want to create and save and set as default a filter for your Division or Program)
- **Verify any "Unplanned Keys"**
 - Are these keys that should have expenses planned in the fiscal year?
 - If so, determine if non-salary or staff expenses should be planned and add the information to your grids

Comparing Non-Salary Planning Methods

Option 1 - Monthly Spreading for Non-Salary Method

BEST for Initial Planning and may be sufficient for some keys

- Simpler Data Entry - One annual estimate and entry per key at expense class and budget type in the Spreading Grid which populates the Monthly Grid
- Entered in the Spreading Grid and Maintained in the Monthly Grid
- Spreads planned expenses evenly over all months
- Ideal for situations where spending is relatively consistent through the year
- If not maintained, forecast is typically "smoother" due to the average spreading of expenses across the year, forecast may be off if funds are spent at a higher or lower rate than the even spread; the greater the difference of actuals to plan the further the forecast may be off.
- Less likely to require detailed maintenance on every account key; some planned expenses may need to be maintained at the month level as actuals and plan differ.

Option 2 - Monthly Planning for Non-Salary Method

*** BEST for tweaking Initial planned expenses by month in account keys where a very accurate forecast is necessary***

- More Complex Data Entry - Monthly estimate and entry per key at expense class and budget type in Monthly Grid
- Entered and Maintained in the Monthly Grid
- Allows the user to estimate where expenses will actually fall
- If not maintained / updated the forecast can be significantly off if larger expenses occur in months other than anticipated
- A lot of effort to maintain, look at actuals each month and re-estimate expenses for future months in the fiscal year at expense class and budget type